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**MEMORANDUM FOR:** 

Chief, Budget & Finance, AS/ICS

STAT

FROM:

Director, Program & Budget Office, ICS

**SUBJECT:** 

Transfer of PBO Travel Funds



At the beginning of the fiscal year, we compiled a list of the foreign and domestic trips which we expected our people to make during the year. To date, we have only completed about two-thirds of the domestic travel, and our domestic funds are nearly depleted. Because we did not contemplate much foreign travel, we still have most of the funds that were earmarked for that purpose. In order that we may have the funding necessary to complete our projected domestic travel, I request that the remainder of the funds allocated for PBO foreign travel be transferred into the PBO domestic travel account,

STAT

effective immediately. Distribution:

Original - Addressee

1 - PBO Subject

PBO\_Chrono